

DCS-880-1
4/7/88

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-61B

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of
Licensing and Regulation

Division of Labor and Industry
Maryland Occupational Safety and Health (MOSH)

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>Amendment to description of item 1e in basic schedule 612-61 dated 12/21/87</p> <p>e. <u>General Correspondence</u></p> <p>General correspondence to include special studies, Maryland Public Information Act requests, Daily Logs and Monthly Reports are contained in these files.</p> <p>Retention date is from date of response.</p>	<p>Retain records for three (3) years after closing/cutoff date or if applicable until all audit requirements have been fulfilled then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

9-2-89

4/27/89

Date

[Signature]
[Signature]

Signature

[Signature]
Deputy
Commissioner

Title

Schedule Authorized by

6/7/89

Date

[Signature]

State Archivist